



D E P A R T M E N T O F

Management & Budget

Printing Services

Printing Services' offers a wide variety of design, printing, and bindery services to help you get your project completed.

PRINTING

Printing Services can print a full-range of high-quality brochures, newsletters, letterhead, business cards, posters, forms, envelopes, carbonless forms, manuals, books and more.

We offer full-service printing — from a black ink form to full-color printing. We can print from your furnished camera-ready originals, electronic copy or our Visual Communications staff can design the piece for you. We have 5 graphic designers at our Secondary Complex location who are skilled in creating any number and type of publications, displays, logos, etc. Don't hesitate to contact us to discuss how we can help you.

Digital printing/publishing is also offered at Printing Services including variable data, MAIN report printing, tab printing and Print on Demand.

PAPER

We have access to literally hundreds of types, textures and colors of paper. Paper samples are kept on-site for you to review. Print Consultants are also available to help you select the best paper stock to meet your needs.

All types of paper, including cover stock, index and recycled items, are readily available. If we don't have a particular paper in-stock, we can order it and can generally receive it within a few days.

PLATEMAKING

Printing Services offers complete platemaking services for offset printing on-site at the Secondary Complex location. This includes silverprint and digital printer proofs, electronic imposition, negative stripping and making metal plates.

We utilize computer-to-plate (CTP) technology and produce both metal and polyester plates. Use of CTP technology results in cost-savings, as well as improved timeliness and quality.



STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
AGENCY SERVICES

PRINTING SERVICES
PROVIDING PRINTING AND COPYING SERVICES

We have provided a business card and listing of our key contacts for your use. Please detach this card where perforated and use for future reference. If you desire additional cards, please contact us at (517) 322-1889.

BINDING

Printing Services offers a full-range of bindery services. These services include: folding, collating, numbering, perforating, scoring, punching, stapling, padding, book binding, cutting, wrapping and more.

Each bindery service offers different options. Examples include: different folding combinations, such as a gate fold process, and various book binding options, such as saddlestitch, perfect binding and GBC binding.

If you have questions regarding any of the printing and binding services offered by Printing Services, please contact a Printing Consultant at (517) 322-1889.

COPYING SERVICES

Printing Services has 7 satellite copy centers in the Lansing area. These copy centers produce high-speed, high-quality digital print. Quantities range from 1 to 2,500 copies per original of any number of pages. 8-1/2 x 11 white and color papers are readily available. In addition, legal, tabloid and cover weight stocks are also available.

Copy center services include color copying, transparencies, cutting, punching, folding and binding. You can customize your document by adding covers in either black/white or color and utilize various binding methods such as, two-book stapling, glued thermal binding or GBC plastic binding.

Turnaround time is based on the size of the job and the workflow at the copy centers. Rush requests can normally be accommodated.

For additional information regarding copy centers and their capabilities, please contact the Rapid Copy Supervisor at (517) 322-1889.

ADDITIONAL SERVICES OFFERED

In addition to those services noted above, Printing Services also offers:

- Service bureau functions. We'll be happy to output negatives or preflight your electronic files for printing by another vendor. Please contact the Visual Communications Supervisor for a complete list of the software maintained at Printing Services.
- Color copying and printing. Output from a camera-ready original or from your electronic file.
- Wide-format poster and banner printing. Services also include lamination and mounting, if desired.
- Building signage. This service can be obtained at the Secondary Complex location. Signage can be created in a variety of color schemes and sizes and turnaround time is excellent.

Printed by members of:



500 copies printed at a cost of \$72.25 or \$.14 each

Printing Services

Key Contacts

Information • (517) 322-1889

Manager, Vern Thelen
(517) 322-6764

Printing Consultant, Mark Miller
(517) 322-6455

Printing Consultant, Kristen BeVier
(517) 322-5488

Printing Consultant, Jim Olger
(517) 322-5889

Production Manager, Roger Luna
(517) 322-5539

Rapid Copy Supervisor, Roger Luna
(517) 322-5539

Jobs In-Progress, Joanna Alvera
(517) 322-6164

Comp/Platemaking Manager, Kristen BeVier
(517) 322-5488

Billing, Virginia Zimmermann
(517) 241-1858